

FACTSHEET
SUMMARY OF REGULATIONS, POLICIES AND TERMS AND CONDITIONS

This document is a summary of significant clauses in College academic regulations, policies and terms and conditions of study. Students should also be familiar with all College regulations and policies. Details of the College Regulations, Policies, Frameworks and Codes are available here:

<http://www.bbk.ac.uk/registry/policies>

Subject	Summary	Clause and Main Document Link
Fee increases	Students are charged an annual tuition fee in each year of their programme. Following the first year of study tuition fees may be subject to annual inflationary increases. Fees for Home/EU undergraduate students are regulated by the government and annual fee increases will be made up to the maximum level permissible by government regulation. In all other circumstances for the duration of their programme students may expect tuition fees to increase annually in line with inflation up to a maximum of the Consumer Price Index (CPI) +3%.	4.2 to 4.3 Fees Policy
Cohort Changes	Students are charged a fee depending on which year they started and which year of study they are in. Students who take a break in study or are required to re-take modules may change their cohort of study for fee purposes. Students will be charged fees according to the cohort of study to which they are in. In some cases this may be a higher fee than the previous cohort fee if the fee for that programme has changed for a particular cohort.	4.4 to 4.5 Fees Policy
Changing Mode	Students who wish to change programme or mode of study are encouraged to only do so between academic years. If a student changes mode of study from full-time to part-time (or vice versa) or transfers to a different programme of study during the academic year, this may affect the tuition fee that is charged.	7.1 to 7.2 Fees Policy
Overseas Students – Tier 4 deposit	Overseas students who require a UK Tier 4 visa to study and are not funded by a scholarship or studentship are required to pay a deposit when accepting an offer to secure their place.	Section 10 Fees Policy

Cancellation	Students are able to cancel the contract for studies without financial penalty until 14 days into the start of the first term of study that the programme begins.	Section 12 Fees Policy
Tuition Fee Liability	Students who do not complete a full academic year of study due to taking a break in study or withdrawal will have their fee liability adjusted in line with the term in which they cease studying for that year. Liability is charged by term on the basis of 25%/50%/100% for undergraduate students paying by student loan and 33.33%/66.66%/100% for all other students.	Section 13 Fees Policy
Re-takes	Students who are retaking a module with attendance are required to pay full tuition fees for the retake unless there are accepted mitigating circumstances and attendance was not possible.	1.1, 1.2 and 14.1 Fees Policy
Capping	Students who fail any element of assessment are offered the opportunity to be reassessed. The reassessment will be capped at the pass mark, unless there are accepted mitigating circumstances or the reassessment is a retake of the module with attendance.	22.6 to 22.7 CAS Regulations
Policies and regulations updates	Occasionally policies and regulations are updated, these are normally carried out on an annual basis and come into force at the start of an academic year. Students will be informed of any changes to policies and regulations.	
Assumed Withdrawal	Students are expected to attend classes and submit assessments. Students who do not engage with their studies and fail to respond to College communications will have their registration with the College terminated.	20 to 21 Termination Policy
Termination	A student's registration may be terminated at any stage of the year, on academic grounds, or non-academic grounds, including grounds of discipline or where the student is in debt to the College.	Termination Policy
Student Conduct	Birkbeck is committed to providing the highest quality academic and work environment where all are welcomed, respected and treated in a consistent and non-discriminatory manner. Students are expected to conduct themselves appropriately at all times. Any student whose conduct is inappropriate may be subject to the disciplinary proceedings laid out in this Policy.	Student Discipline Policy

Late Submission	Assessment that is submitted late will be capped at the pass mark except where there are accepted mitigating circumstances.	Late Submission
Changes to Modules/Programmes	The College will not normally make material changes to modules or programmes that students have agreed to study except where the changes will benefit the student experience or changes are necessary due to circumstances outside of the control of the College. Where material changes are necessary or proposed, student representatives will be consulted and the College will provide appropriate support and guidance.	26 to 31 Terms and Conditions of Study
Force Majeure	Sometimes circumstances beyond the control of the College may mean that it cannot provide its educational services. Examples of such circumstances include: (a) industrial action by College staff or third parties; (b) the unanticipated departure of members of College staff; (c) power failure; (d) acts of terrorism; (e) damage to buildings or equipment; (f) the acts of any governmental or local authority; (g) where the numbers recruited to a course are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it; or (h) changes required by accrediting/regulatory bodies. In these circumstances, the College will take all reasonable steps to minimise the resultant disruption to those services and to those affected students.	32 Terms and Conditions of Study
Lecture Capture	The College may record, store and make available to students, staff and visitors, video and audio recordings of instances of learning and teaching where you may be present.	44 Terms and Conditions of Study